PRINTING YOUR TOTAL COMPENSATION STATEMENT

Getting Started

The following steps outline how to access your total compensation statement before beginning the benefits open enrollment process.

To log into Vista Self Service

1. From the **Boulder@Work** intraweb home page, click on VISTA. The **Vista** login page appears. To access this from a non-city computer, type this address into your browser: vistaweb.ci.boulder.co.us

2. Type your network **User ID** and **Vista Password**, and then click **Login**.

    Note: If you do not remember your password, email Krissy at KaplanK@bouldercolorado.gov for a temporary replacement password.

3. On the left bar of the **Vista Home** page, click **Total Comp Statement**.

    Note: If you are a supervisor or payroll coordinator, you may need to first click on **YourName's Info**.